



West Civilian Personnel Operations Center
IS
EXAMINING FOR THE FOLLOWING COMPETITIVE
FEDERAL CIVIL SERVICE POSITION



**Vacancy
Announcement**

No.: 3MN030786
Opening Date: October 30, 2002
Closing Date: November 13, 2003

Position Title
(Pay Plan-Series): REVIEW APPRAISER (GS-1171)
Grade: 12
Full Performance
Grade:

Comments:

NOTE:

- Applicants selected from this DEU announcement will serve a one-year probationary period regardless of current or former Federal service.
- Further certification from this announcement may take place up to 90 days beyond the closing date.
- This is a full-time permanent position.

Number of vacancies to be filled by this announcement one.

Salary: \$54,275- \$70,555 Per Annum
Region: West
Organization: U.S. Army Corps of Engineers, Albuquerque District, Real Estate Division

Duty Station: Albuquerque, NM

**Area of
Consideration:**
[Expanded](#)
[Definitions](#)

Opened to all applicants with or without Civil Service Status.

Duties:

Incumbent plans, schedules and administers the real estate appraisal work of the District. Coordinates with other elements of the District and customers of the District to determine the appraisal workload. Determines workload to be accomplished by staff or contract. As a designated reviewing appraiser, reviews all appraisal reports, gross appraisals and appraisal portions of planning estimates. Prepares written reviews either approving or disapproving the reports with recommendations to higher authority in those cases where the values exceed District approval authority. Provides technical guidance to District appraisers and contract appraisers to insure adherence to required procedures and sound appraisal practices. Prepares written

narrative appraisal reports, gross appraisals and planning estimates involving the most complex appraisal problems. Responsible for all real estate aspects of assigned civil works projects in the planning stages. Functions include preparation of planning documents, coordination with other District elements and local sponsors, technical assistance to local sponsors and input provided at public meetings.

**Qualification
Requirements:**

One (1) year of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled such as experience of a wide range of appraisal concepts, principles, and practices to appraise and/or review the appraisals of properties with complex characteristics and to analyze complicated valuation problems. To be creditable, specialized experience must have been equivalent to at least the next lower grade.

NOTE:

- To receive credit for specialized experience applicants must provide the starting/ending dates of employment (month/year) and the average number of hours worked per week.
 - Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.
 - Credit will be given for appropriate unpaid experience or volunteer work. To receive credit you must show the actual time such as number of hours a week spent in such activities.
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**Selective
Placement
Factors/Knowledge
Skills and
Abilities (KSA's):**

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education and training in relation to the following knowledges, skills and abilities. Applicants **SHOULD** submit written responses on separate sheets of paper to the following knowledges, skills, and abilities:

ELEMENT 1 KNOWLEDGE OF APPRAISAL PRINCIPLES, PRACTICES AND TECHNIQUES (Describe your knowledge of cost income and market data approaches to evaluate the Fair Market Value and/or Fair Annual Rental of leaseholds, easements and fee acquisitions.)

ELEMENT 2 ABILITY TO RESEARCH AND PREPARE APPRAISAL REPORTS (Describe your ability to prepare individual narrative appraisal reports, gross appraisals for military and civil planning, RE study reports and cost estimates for engineering and planning purposes.)

ELEMENT 3 ABILITY TO MEET AND DEAL WITH OTHERS (Describe your ability to communicate with other appraisers, attorneys, realtors, and lessors.)

ELEMENT 4 ABILITY TO WORK AS A MEMBER OF A TEAM (Describe your ability to work in a group to accomplish a common goal, explain functional requirements, and resolve time, cost, and other project or resource issues.)

IF QUALIFIED FAILURE TO INCLUDE WRITTEN RESPONSES TO KNOWLEDGES, SKILLS AND ABILITIES AS PART OF YOUR APPLICATION WILL RESULT IN AN INELIGIBLE RATING

**Standard/Other
Requirements/
Instructions on
How to Apply:**

1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.
2. This position is nonsensitive and requires a personnel security investigation on a post-appointment basis only.
3. Temporary Duty (TDY) is required.
4. Permanent change of station (PCS) funds will be authorized.
5. Selection for this position is contingent upon proof of U.S. citizenship.
6. This is an obligated position.
7. Direct Deposit is REQUIRED : As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
8. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.
9. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

FOR APPLICANTS CLAIMING VETERANS PREFERENCE:

If you served on active duty in the U.S. military service and were separated under honorable conditions, you may be eligible for veterans preference. If you believe you are entitled to veterans preference, you must clearly identify your claim for that preference on your application.

To receive veterans preference, applicants claiming entitlement for 5- or 10-point preference must submit:

1. For 5-point veterans preference - A Certificate of Release or Discharge from Active Duty, DD 214, showing dates of service and type of discharge. (Member 4 copy, if discharged after July 1, 1979)
2. For 10-point veterans preference a form DD-214 (Member 4 copy, if discharged after July 1, 1979); an application for 10-Point Veterans Preference, SF 15; and a letter from the Veterans Administration, dated within the last twelve (12) months, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.
3. For further details, visit the OPM VetGuide web site at: www.opm.gov/employ/html/vetguide.htm.

Tentative 5-point preference may be granted in the absence of the proof of veterans preference if sufficient information is submitted with the application.

FOR APPLICANTS CLAIMING MILITARY SPOUSE PREFERENCE:

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified candidates referred for the position and are within reach for selection. If you believe you are entitled to military spouse preference, you must clearly identify your claim for that preference on your application. A copy of the military members PCS orders are requested at time of application, however verification of preference will take place at time of selection.

HOW TO APPLY:

Applicants who meet the qualification requirements may elect to use any written form that contains all the information required in OF 510, Applying for a Federal Job. Incomplete applications MAY not be considered. Your options

include:

- (1) a. Resume (be sure to indicate if you are claiming veterans preference),
OR
- b. OF 612, Optional Application for Federal Employment, OR
- c. SF 171, Application for Federal Employment

If you do not provide your SSN and mailing address, your application WILL NOT be processed and you will not be considered for the position. Applications that have been scanned into the email are not readable and emails that have links WILL NOT be opened due to the possibility of a computer virus.

In addition, you must submit the following documentation:

- (2) The announcement number indicated on this announcement. You must submit a separate application for each announcement. If you submit an application with more than one announcement number you will only be considered for the first announcement number provided.
- (3) Your social security number and citizenship on your application
- (4) SF-15, and required documentation if claiming 10 point veterans preference
- (5) Written responses to Knowledges, Skills Abilities listed above
- (6) Identify, in your application package, where you obtained information about this announcement (i.e. America Jobs, Career-Market-Place, USA Jobs, newspaper advertisement, Civilian Personnel Advisory Center, CPOC website, etc.) [OPTIONAL]

****PRIVACY ACT STATEMENT:** We request your SSN and mailing address under the authority of Executive Order 9397 in order to keep your records accurate and to allow use of automated referral applicant notification systems.

HOW TO OBTAIN FORMS: Application forms may be obtained from the South Pacific Division Civilian Personnel Advisory Center at (916) 557-5129, from the West Civilian Operations Center Website <http://www.wcpoc.army.mil>, or from the OPM Website <http://www.opm.gov/forms/index.htm>

WHERE TO SUBMIT THE APPLICATION:

- 1. Submit your resume and additional documentation listed above through the mail to:

Department of Army, WCPOC
Building 61801, PO Box 12926 (Attn: DEU-3MN030786)
Ft. Huachuca, AZ 85670-2926.

OR

- 2. Submit your resume and Knowledges, Skills, and Abilities via email to:
DEU@cpocwcp.hua.army.mil

To submit a resume via E-mail type the announcement number 3MN030786 on the subject line of your E-mail. Prepare your resume as part of the E-mail message. E-mailed attachments CANNOT be accepted. The resume and your responses to the Knowledges, Skills, and Abilities must be placed directly into the body of your email message. IF YOU SEND AN ATTACHMENT, YOUR RESUME WILL NOT BE ACCEPTED. After submitting your resume by email, please remember to mail the additional forms that are required (i.e., copies of college transcripts and/or SF-15, if claiming 10-point preference with required proof) to the above mailing address. Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicants qualifications will be evaluated solely on the information submitted in their application.

All applications must be received not later than the closing date of this announcement. Applications and supplemental material will NOT be returned. Do not attach any additional forms such as letters of recommendation, certificates of training, performance appraisals, etc. Any additional material submitted but not requested will NOT be made a part of your record and will be destroyed.

NOTE: If you are using one of the mail delivery services to overnight or express mail your application, please check with the delivery company to assure they deliver direct to the address shown on the envelope and guarantee delivery to military installations.

INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP): Federal employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of your most recent Performance Rating and a copy of your most recent SF-50 noting current position, grade level and duty location. Please annotate your application to reflect that you are applying as an ICTAP eligible.

- Surplus or displaced Federal Civil Service employees must be rated well qualified in order to be considered under ICTAP programs. In order to be rated well qualified for this position , you must receive a rating of 80 or above, excluding veterans preference, if applicable.

- Surplus or displaced Federal Civil Service employees must meet basic qualifications considered under the ICTAP programs (for temporary positions).

USE OF U.S. GOVERNMENT INDICIA ENVELOPES TO SUBMIT APPLICATIONS IS A VIOLATION OF FEDERAL LAW. FAXED APPLICATIONS WILL NOT BE ACCEPTED.

FOR ADDITIONAL INFORMATION ABOUT ANNOUNCEMENT AND APPLICATION PROCEDURES VISIT THE WEST CIVILIAN PERSONNEL OPERATIONS CENTER WEBSITE AT <http://www.wcpoc.army.mil>

If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.